KENTUCKY DEPARTMENT OF EDUCATION
SCHOOL-BASED DECISION MAKING
NEWSLETTER

July 2012

SBDM District Contact Updates

We are in the process of updating and revising our distribution list for SBDM for the 2012-13 school year. If you are retiring (or changing positions within your district or moving to another district) and someone else will be the district SBDM contact, please let us know as soon as possible so that we can ensure that information is distributed to your district.

SBDM Training Verifications

The process for submission of the SBDM council verification data has been updated. We have been working on various ways to streamline this process and make life a little easier on all of us. Our goal is to be able to upload the necessary data from Infinite Campus. However, this will not be possible for the 2012-13 school year, but we hope to be able to utilize Infinite Campus by the 2013-14 school year. For now, we have been able to make the process easier and more user-friendly than the past years. The SBDM council verification data will be entered through a Web application. Once you access the website, you will enter your data through a series of drop-down boxes and typing (in those areas without drop-down boxes).

All school council member verifications are to be entered into the Web application database by November 1. The Kentucky Department of Education (KDE) will be pulling reports from the Web application database periodically and checking to verify the progress of submission from districts.

The direct link to the Web application database and to directions for submission is below. As the district coordinator, you will be responsible for the distribution of the link. If you want to retain total control and have the schools of your district submit the requested data to the board office, then you enter the data, that is your prerogative. Or, you may choose to e-mail the link to the principals of each school and require each principal to enter the data on his/her individual council.

If you relinquish control to the principals, then you will want to implement a "monitoring system" of making sure they have entered the data by the mandatory date of November 1. As a reminder: Kentucky statute mandates that the superintendent is responsible

party for the submission of the data and the verification that the required training has been completed.

"By November 1 of each year, the principal through the local superintendent shall forward to the Department of Education the names and addresses of each council member and verify that the required training has been completed" [KRS 160.345(6)].

As an FYI: You must have **all** of the data for **all** of the fields (i.e., name, council membership, membership role, new/experienced, minority status, trainer name, date of training, and EILA number) for each individual member **prior to beginning** the process of entering on the application. The system will not allow editing of individual members. Once you have all the data for a school council member, you may enter it in the system. You can add members; you just cannot edit member's data.

If you have questions concerning the training verification form, please contact Phillip Daugherty.

Web-based SBDM Verification Application site

Directions for the Web-based SBDM Verification Application on KDE's SBDM website

Frequently Asked Questions

Q: Can an SBDM member complete the required training online?

A: Yes, an SBDM member can complete the required training online. Information about SBDM training is located on the SBDM website.

New SBDM members may take the course, Introduction to SBDM, through e-Learning; however, they will need to register for this course by July 20 in order to complete before the changes occur with e-Learning at KDE. Courses through e-Learning have a fee assessed.

Experienced SBDM members may take a course through KET's EncycloMedia. The course, Transforming Education in Kentucky, consists of seven modules. It is recommended that, for the first time in the course, SBDM members take Module 1 and 2 and then another of their choice. Each course is one hour long. In order to receive credit for the experienced member training requirement; the participant will need to complete three of the courses. KET courses are free.

Reminder for Trainers

Trainers: Once you have completed your training sessions, scan and submit the sign-in sheets to the SBDM Mailbox. Please submit only the sign-in sheets, not the evaluations. We cross-reference the sign-in sheets with the training verifications that are due

November 1. Also, trainers, use only the EILA numbers beginning with 13 after July 1. If you have questions, please contact us.

For questions concerning SBDM, contact us at:

Phillip Daugherty, SBDM Program Consultant phillip.daugherty@education.ky.gov
Judy Littleton, Planning Branch Manager judith.littleton@education.ky.gov

Leadership and learning are indispensable to each other.

John F. Kennedy,
35th President of the United States